Cal-Photo Valid Reason for Access

Members using Cal-Photo shall properly complete the "Reason for Access" box in order to comply with CLETS and Cal-Photo Policies, Practices and Procedures (PPP's) requiring users to state the specific reason for access.

Members will adhere to the following guidelines when submitting their "Reasons for Access." Examples of valid reasons for the Cal-Photo "Reason" box are listed below (Maximum 250 characters). Members can enter other valid reasons, as long as they are specific.

Criminal Investigation: Specify type of crime, case number or CAD number or investigation number (if available), name of subject and/or location address.
(Example: Burglary Report #123456789, John Doe)

Subject in Custody: Type of crime, case number.
(Example: Robbery Arrest Report #123456789)

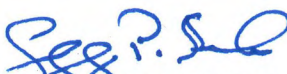**Photo Spread:** Photo spread, DL number or name of suspect, case number.

Citation Issued: Citation number, type of citation, subject's name.

Access on Behalf of another Member: Name of member you are making the query for, type of crime, and case or CAD number.

Do not list reasons as "SFPD" or your name in the Reason Code as this is already documented in the DMV/Mugshot Audit Reports.

Cal-Photo (which includes mugshots and DMV Images) is considered Criminal Offender Record Information (CORI) and falls under CORI rules and statutes. All transactions are programmatically logged and subject to audit by the respective participating agencies, DOJ and DMV. Do not sign on and let another member use your access.

Members not adhering to the preceding guidelines may have their access deactivated and will be ordered to prepare a memorandum explaining their action.

GREGORY P. SUHR
Chief of Police